



**FINANCE AND ADMINISTRATION CABINET  
COMMONWEALTH OFFICE OF TECHNOLOGY**

**Steven L. Beshear**  
Governor

**Jonathan Miller**  
Secretary  
Finance and Administration Cabinet

101 Cold Harbor Drive  
Frankfort, Kentucky 40601  
Phone: 502-564-1201  
Fax: 502-564-5769  
<http://technology.ky.gov/>

**Phil Baughn**  
Chief Information Officer

**Jim Barnhart**  
Deputy Commissioner

**Robin Morley**  
Deputy Commissioner

**AGENCY CONTACT MEMORANDUM**

To: Agency CIOs, Technical Contacts

From: Phil Baughn, Commissioner and CIO  
Commonwealth Office of Technology

Date: January 15, 2010

Subject: IT System Design/ Development Services (SDS) Contract

The Finance and Administration Cabinet has awarded three new IT System Design/Development Services (SDS) Contracts. The current contracts expire on February 28, 2010. The new contracts will be effective on March 1, 2010. All agencies shall utilize this contract for information technology design and development services. The attached spreadsheet provides detailed information regarding the new vendor contact information, eMARS contract numbers, classifications and associated descriptions, and the maximum rates per classification for each vendor.

The Commonwealth and both current and new vendors shall have a transition period ending February 28, 2010, to facilitate movement of existing contract employees to new classifications and/or new vendors and to minimize disruption to Commonwealth services. Task orders for the new contract shall begin no earlier than March 1, 2010, and may have an end date no later than June 30, 2011.

In light of the Commonwealth's current budgetary situation, agencies are expected to initiate new task orders with no increase in hourly rates from current task orders. If an increase is requested, the agency is expected to provide justification through the Finance and Administration Cabinet's exceptions process. It is possible there will be some rate reductions as agencies "crosswalk" current contract staff into their new appropriate classifications. Note that maximum rates are listed for each category, but task order rates should be considered on a case by case basis.

The Commonwealth Office of Technology (COT) shall manage the SDS contract and has assigned Jerry Mueller as the contract manager. He will be the primary contact for the Commonwealth for the transition and on-going management of the contract. He will monitor vendor compliance with contract terms, facilitate improved communications between the vendors and the Commonwealth, and monitor and improve processes for task orders and Invoicing. His contact information is below:

Jerry Mueller  
Commonwealth Office of Technology  
Office of Enterprise Technology  
120 Glenns Creek Rd.  
Frankfort KY 40601  
(502) 564-4740  
Jerome.Mueller@ky.gov

Agencies are responsible for the following activities during the transition period:

- \* Provide Mr. Mueller by January 20 the name of the agency contact person responsible for receiving direction during and after the transition period. This person will be the primary contact for Mr. Mueller and the vendors and is essential to facilitate communication between all parties.
- \* Provide current contract staff with the 2010 SDS Transition Contractor Information page attached to this memo. This information is essential to provide a timely and effective transition.
- \* Provide Mr. Mueller a spreadsheet of the following information no later than noon on Thursday, January 21, 2010:
  - Name of the contract employee the agency is interested in retaining beyond February 28, 2010
  - Contract employee's email address
  - Current company
  - Proposed classification
  - Proposed rate
  - Agency name
  - Agency contact name
- \* Prepare task orders for all contractors in compliance with the new contract with a beginning date no earlier than March 1, 2010, and an expiration date no later than June 30, 2011.
- \* Approve task orders for each contractor in a timely manner.
- \* Assist in issue resolution and in an effective transition by providing clear, consistent information to contractors and other concerned staff. Report global issues to Mr. Mueller so resolution is communicated on a Commonwealth-wide level.

If you have questions or concerns regarding the SDS contract or any part of the transition process, please contact Mr. Mueller for resolution. He is also available to meet with you and your contract staff as needed.